



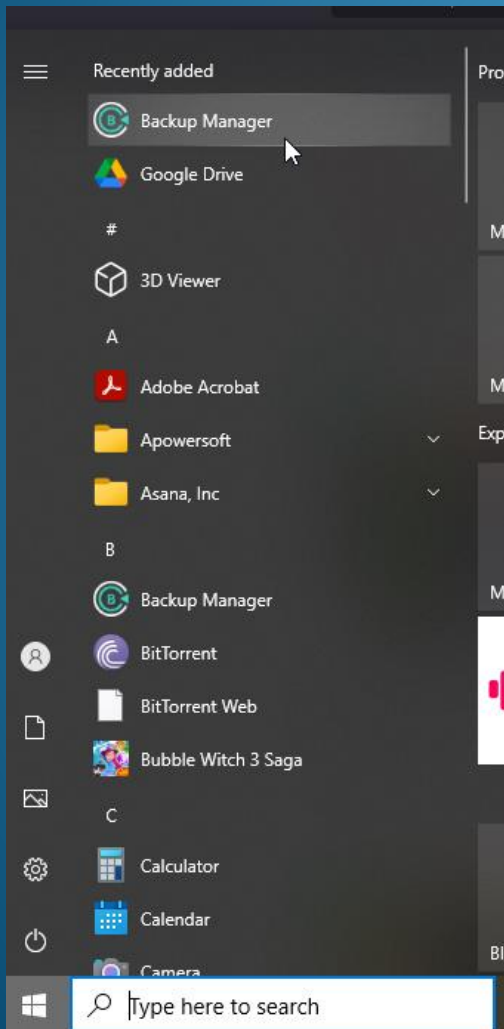
Forward IT Solutions Backup Manager

How to Guide





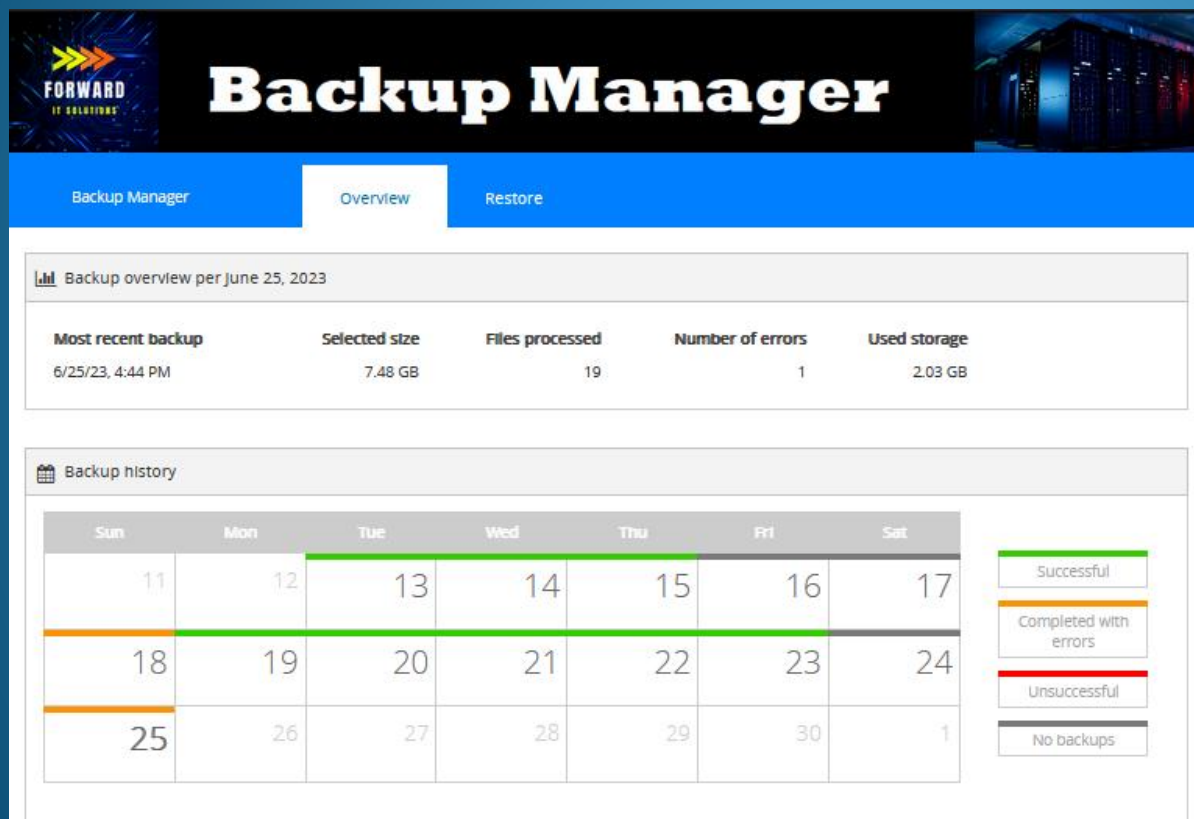
Run the Backup Manager



With just a simple click of your mouse the Backup Manager can be run from the start menu of your PC.

No need to wait for your IT guy or Company to come to you when you in a hurry to restore your data and proceed with work!

Backup manager user interface



Backup Manager

Backup Manager Overview Restore

Backup overview per June 25, 2023

Most recent backup	Selected size	Files processed	Number of errors	Used storage
6/25/23, 4:44 PM	7.48 GB	19	1	2.03 GB

Backup history

Sun	Mon	Tue	Wed	Thu	Fri	Sat
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	1

- Successful
- Completed with errors
- Unsuccessful
- No backups

Once the backup manager opens you will have access to the very simple and user friendly interface, where you can view all your latest backups by date in calendar format.

This shows all successful, completed with errors, unsuccessful and no backups by color co-ordination.

By clicking on any of the dates on the calendar, a pop up shows the status of the backup and all processed files

Summary for June 13, 2023
[← Previous day](#)
[Next day →](#)

Time	Data source	Action	Status	Selected size	Number of files	Files processed	Size of processed files	Transferred size	Number of errors	Deleted files	Duration
4:53 PM	Files and folders	Backup	Completed	6.07 GB	1,845	23	319 MB	8.50 MB	0	9	1 m
10:08 AM	Files and folders	Backup	Completed	6.07 GB	1,843	1,843	6.07 GB	1.43 GB	0	0	14 m

[Close](#)

Backup history

Sun	Mon	Tue	Wed	Thu	Fri	Sat
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	1

- Successful
- Completed with errors
- Unsuccessful
- No backups

By selecting the processed files tab, it displays all files that were backed up during this session and their paths which includes the name of the file, the start time / Date and duration, the actual file size and the transferred (compressed) file size.

Summary for June 13, 2023

Processed files for 6/13/23, 10:08 AM

Contains ...

Time	Data source	Path	Start time	Duration	Size	Transferred size
4:53 PM	Files and folders	C:\Users\abdul\Documents\Outlook backup\Outlo...	6/13/23, 10:10 AM	10s	272 MB	189 MB
10:08 AM	Files and folders	C:\ExportData\LuritsData\700151597-02-Nov-2020 ...	6/13/23, 10:16 AM	5s	126 MB	10.3 MB
		C:\ExportData\LuritsData\500287675-06-Nov-2020 ...	6/13/23, 10:17 AM	5s	123 MB	7.74 MB
		C:\ExportData\LuritsData\904222633-13-Oct-2020 ...	6/13/23, 10:14 AM	3s	78.2 MB	6.91 MB
		C:\Users\abdul\Desktop\Waterkloof House Prepara...	6/13/23, 10:13 AM	4s	77 MB	7.83 MB
		C:\edsams\Backups\Maharishi\23.0.0.1\Maharishi ...	6/13/23, 10:12 AM	2s	74.8 MB	2.11 MB
		C:\edsams\Backups\DSG\DSG Junior and Senior 20...	6/13/23, 10:09 AM	4s	74.8 MB	8.26 MB
		C:\edsams\Backups\DSG\St Andrews College 2023\...	6/13/23, 10:09 AM	4s	74.8 MB	8.26 MB
		C:\edsams\Backups\DSG\St Andrews Prep 2023\St ...	6/13/23, 10:09 AM	4s	74.8 MB	8.26 MB
		C:\edsams\Backups\Maharishi\Maharishi\23.0.0.1\...	6/13/23, 10:12 AM	1s	74.8 MB	2.07 MB

Deleted files

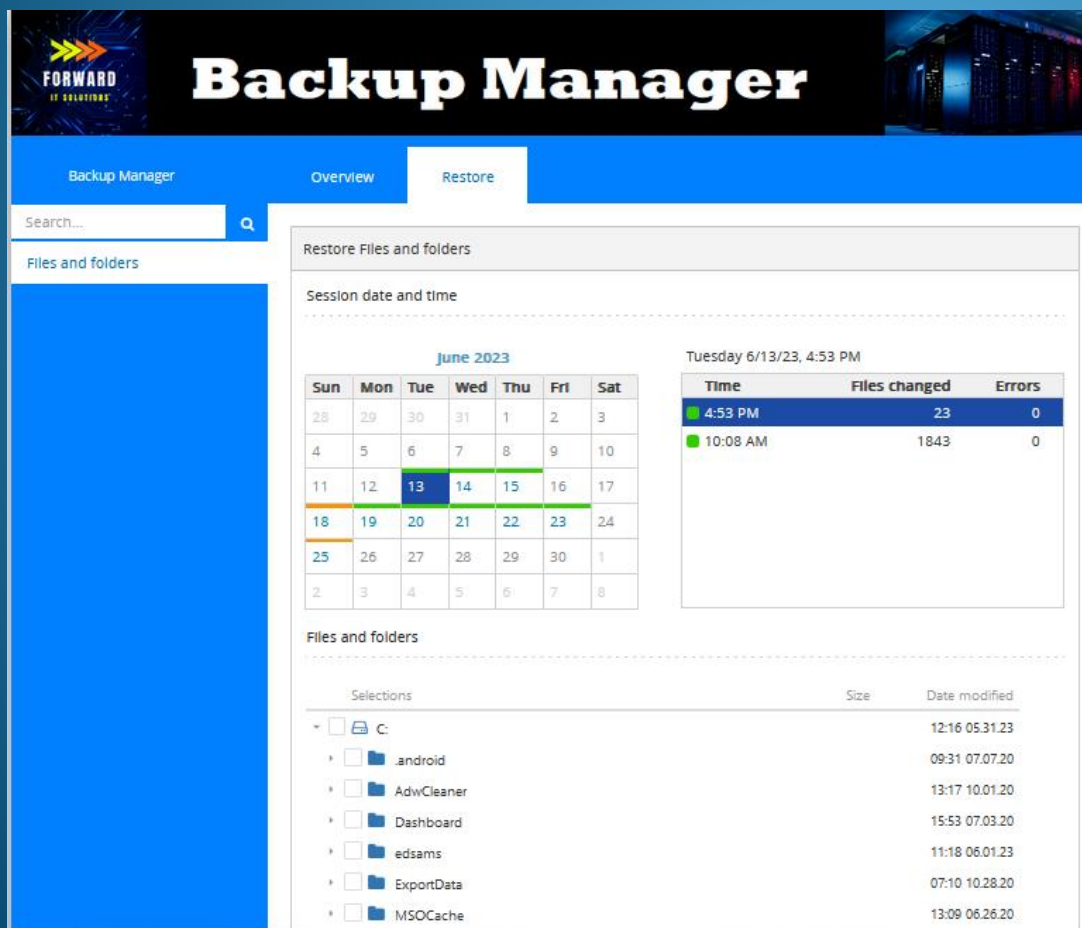
Deleted files	Duration
9	1 m
0	14 m

Results: 1 - 10 of 1843

First Previous 1 2 3 4 5 Next Last

Close

RESTORING A FILE IN A FEW CLICKS!



Backup Manager

Backup Manager Overview **Restore**

Search...

Files and folders

Restore Files and folders

Session date and time

June 2023

Sun	Mon	Tue	Wed	Thu	Fri	Sat
28	29	30	31	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	1
2	3	4	5	6	7	8

Tuesday 6/13/23, 4:53 PM

Time	Files changed	Errors
4:53 PM	23	0
10:08 AM	1843	0

Files and folders

Selections	Size	Date modified
<ul style="list-style-type: none"> <input type="checkbox"/> C: <input type="checkbox"/> .android <input type="checkbox"/> AdwCleaner <input type="checkbox"/> Dashboard <input type="checkbox"/> edsams <input type="checkbox"/> ExportData <input type="checkbox"/> MSOCache 		12:16 05.31.23 09:31 07.07.20 13:17 10.01.20 15:53 07.03.20 11:18 06.01.23 07:10 10.28.20 13:09 06.26.20

Under the restore tab, you have the option to select the date and backup you want to restore from.


Backup Manager Overview **Restore**

Selections	Size	Date modified
<input type="checkbox"/> Landlord Acceptance Document_v2.docx	56.6 KB	12:51 11.28.22
<input type="checkbox"/> .pdf	40.8 KB	08:30 03.16.23
<input type="checkbox"/> Letter head .pdf	466.4 KB	20:36 11.28.22
<input type="checkbox"/> Letter head.docx	220.8 KB	14:57 11.28.22
<input type="checkbox"/> .pdf	40.8 KB	14:52 02.17.23
<input type="checkbox"/> .csv	23 B	08:02 09.16.22
<input type="checkbox"/> TEST 2.csv	4.0 KB	16:43 11.02.22
<input type="checkbox"/> Test file.pdf	31.4 KB	15:53 08.17.22
<input type="checkbox"/> test image upload.csv	130 B	16:04 11.02.22
<input checked="" type="checkbox"/> test.docx	11.4 KB	09:55 09.27.22
<input type="checkbox"/> .mdb	77.0 MB	14:23 12.06.22
▶ <input type="checkbox"/> Documents		11:02 05.31.23
▶ <input checked="" type="checkbox"/> Downloads		12:02 06.13.23
▶ <input type="checkbox"/> MicrosoftEdgeBackups		12:33 06.26.20

Restore location

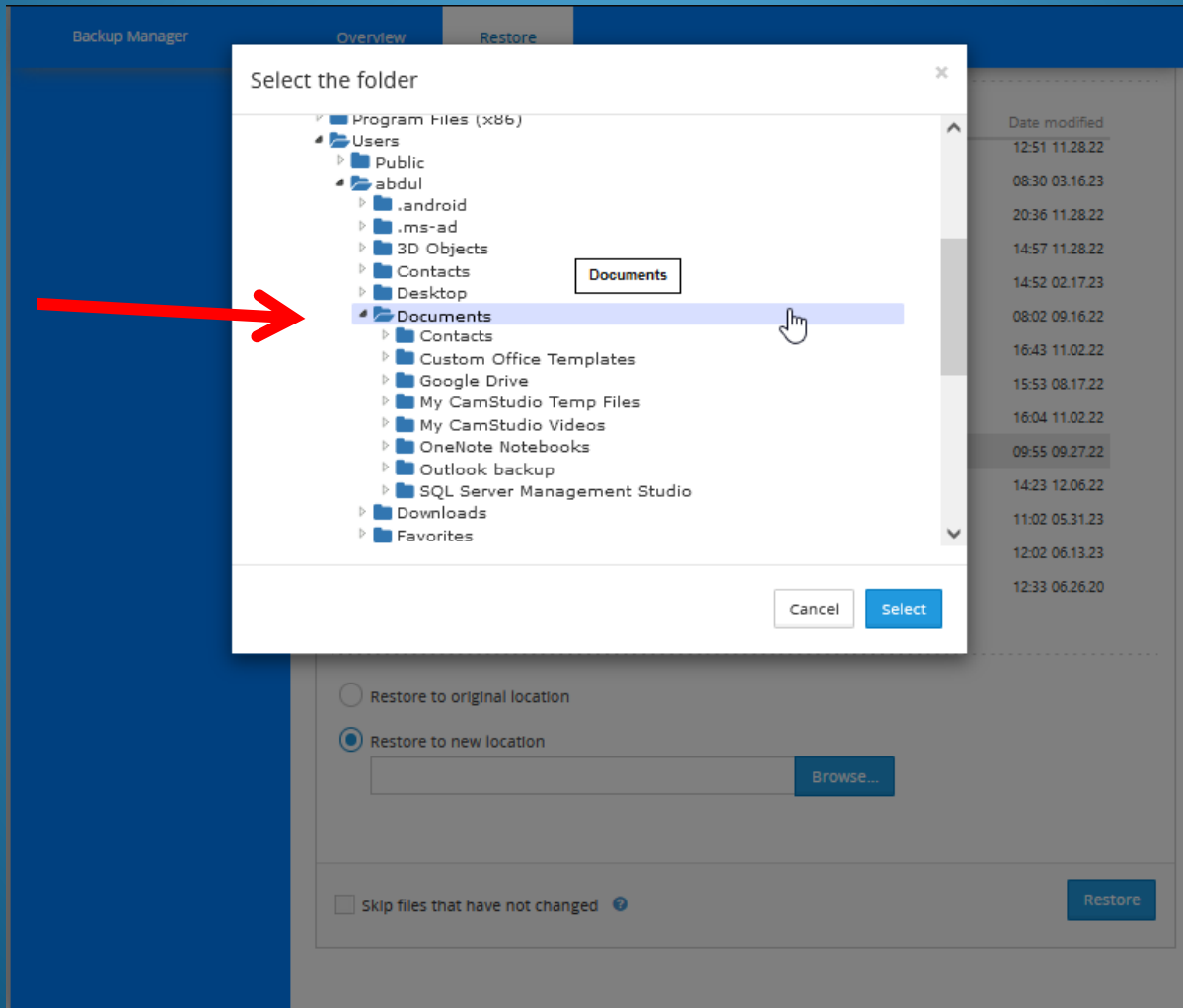
Restore to original location

Restore to new location

Skip files that have not changed 

Select the file from the desired location as shown here from your backup session, You then have the option to restore this file to the original location or restore to a new location on your machine.

When selecting a new restore location, a path is selected as shown here ...

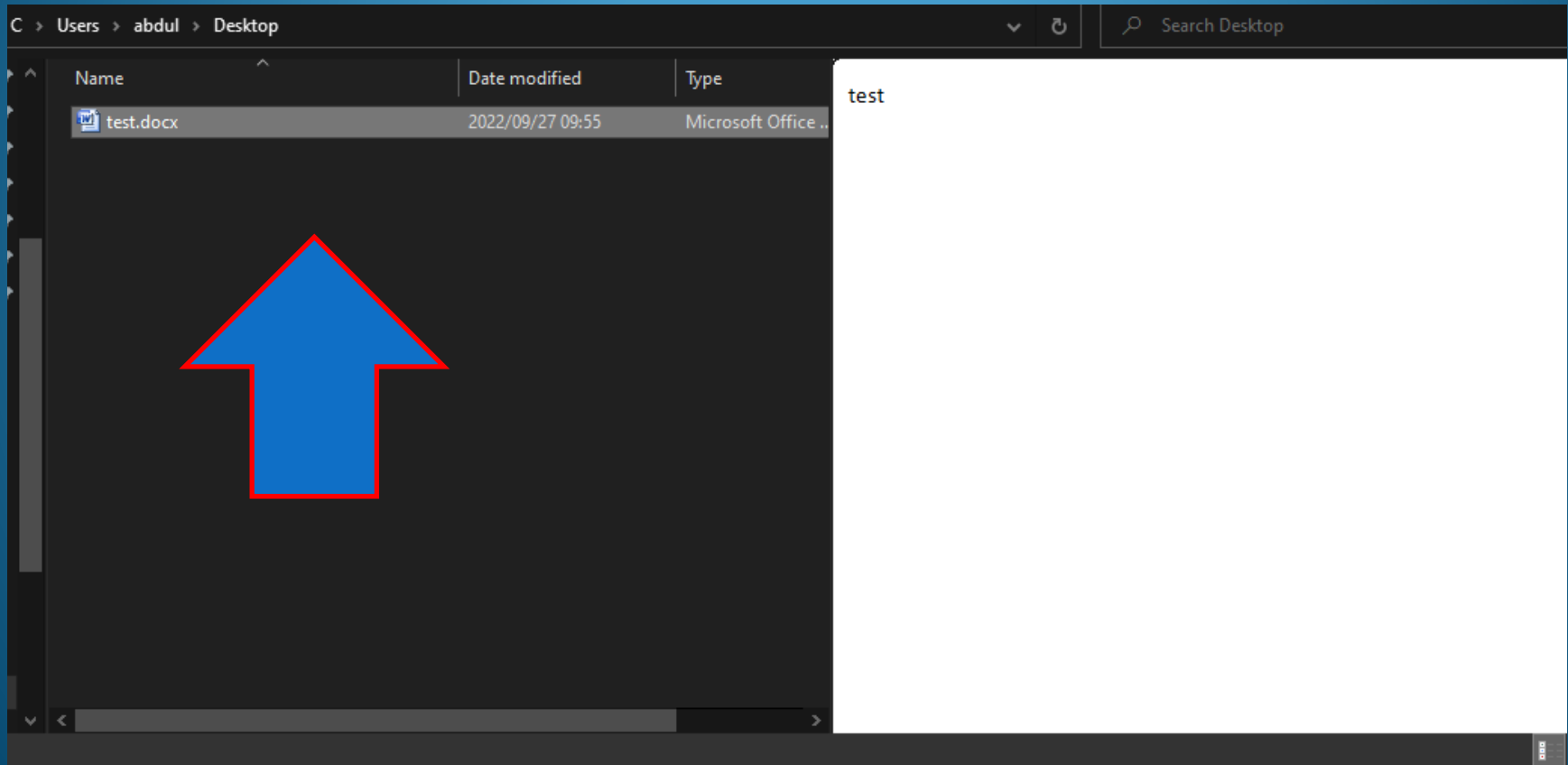


New restore location selected and restore button selected. When the restore is completed a pop up will notify as below...

The screenshot shows the 'Restore' tab in the Backup Manager application. A list of files is displayed with columns for 'Selections', 'Size', and 'Date modified'. The file 'test.docx' is selected. Below the list, the 'Restore location' section has 'Restore to new location' selected, with the path 'C:\Users\abdul\Documents' entered. A red arrow points to this path. At the bottom right, a 'Restore' button is highlighted with a red arrow. A large blue arrow with a red outline points downwards from the file list area. In the bottom right corner, a notification pop-up titled 'Info' displays the message 'Restore completed.' with a hand cursor icon.

Selections	Size	Date modified
<input type="checkbox"/> Landlord Acceptance Document_v2.docx	56.6 KB	12:51 11.28.22
<input type="checkbox"/> last payslip.pdf	40.8 KB	08:30 03.16.23
<input type="checkbox"/> Letter head uncapped deal vodacom.pdf	466.4 KB	20:36 11.28.22
<input type="checkbox"/> Letter head.docx	220.8 KB	14:57 11.28.22
<input type="checkbox"/> payslip.pdf	40.8 KB	14:52 02.17.23
<input type="checkbox"/> Takealot voucher.bt	23 B	08:02 09.16.22
<input type="checkbox"/> TEST 2.csv	4.0 KB	16:43 11.02.22
<input type="checkbox"/> Test file.pdf	31.4 KB	15:53 08.17.22
<input type="checkbox"/> test image upload.csv	130 B	16:04 11.02.22
<input checked="" type="checkbox"/> test.docx	11.4 KB	09:55 09.27.22
<input type="checkbox"/> Waterkloof House Preparatory.mdb	77.0 MB	14:23 12.06.22
Documents		11:02 05.31.23
Downloads		12:02 06.13.23
MicrosoftEdgeBackups		12:33 06.26.20

Backup is then restored to the desired location on your machine 😊





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